

## CHAPTER 2 - PERSONAL AWARD RECOMMENDATIONS

### Section 1. - PREPARATION OF AWARDS

#### 210. INSTRUCTIONS FOR COMPLETION OF OPNAV 1650/3 AND SUMMARY OF ACTION/CITATION

1. Recommendations for all medals must be submitted using a OPNAV 1650/3 (Rev 7-04) Personal Award Recommendation (Appendix A). NAVCRUITDIST's are to submit original OPNAV 1650/3 with original signature of the Commanding Officer. NAVCRUITCOM will **NOT** accept fax or email submissions of award requests. Blocks 1-25 must be completed per SECNAVINST 1650.1, reflecting the individual's personal data and award information. The following blocks of the OPNAV 1650/3 are pertinent for the completion of this form. Inclusion of these items will expedite the completion of awards and preclude NAVCRUITCOM 002SA needing to contact the submitting command requesting the information:

a. At the top of the form, above the words Personal Award Recommendation, type in the **date member reported this tour of duty**.

b. (From Block) Indicate a command Point of Contact (Rate/Last Name), and phone number with extension.

c. (Block 6) (SSN) Use only the last four digits of the member's Social Security Number in this block.

d. (Blocks 11 and 19) When an individual checks onboard a command, a copy of the individual's NAVPERS 1070/604 from their service record should be made and maintained on file. The number of award(s) in Block 11 should be in sequence with the individual's previous personal decorations in Block 19. Ensure copies of awards previously received during award period are attached.

e. (Block 15) Indicate the individual's date of detachment (i.e. transfer date, terminal leave, retirement ceremony date).

f. (Block 16) Indicate the individual's next duty station or address at retirement.

g. Summary of Action (SOA), Block 25, must be used to document the circumstances surrounding the action. The introductory paragraph should cite the command, period of action, position held and overall achievement(s). Specific accomplishments which directly bear on the overall achievement should be cited as "bulletized" paragraphs. When additional space is required, add sheets of standard size paper; however, use continuation pages sparingly.

2. A citation must be prepared using the introductory and closing sentences provided for appropriate awards in the format stipulated in Appendices B, C, D, E or F of this chapter. The citation must summarize the specifics of the action and be written in a style suitable for oral presentation. It must contain sufficient facts to "stand alone" as award justification with the SOA providing additional details, if necessary.

a. The Legion of Merit and Meritorious Service Medal citation shall be typed in double-spaced, 12-pitch Courier New (22 lines maximum, this includes the opening and closing sentences).

b. The Navy and Marine Corps Commendation Medal and Navy and Marine Corps Achievement Medal citation shall be typed in double-spaced, 12-pitch Courier New (7 1/2 lines maximum, this includes the opening and closing sentences).

c. The Letter of Commendation citation shall be typed in double-spaced, 12-pitch Courier New (15 lines maximum, this includes the opening and closing sentences).

**PERSONAL AWARD RECOMMENDATION**  
**FOR OFFICIAL USE ONLY**
**ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.**  
**COMPLETE MAILING ADDRESSES ARE REQUIRED**

1. FROM: Commanding Officer ADDRESS: Navy Recruiting District Nashville 840 Grassmere Park Ste 104 Nashville, TN 37211		1a. UIC / RUC 82425	2. TO (Awarding Authority): Chief of Naval Personnel ADDRESS: Washington, DC 20370-5000		2a. UIC / RUC 45997
3. COMMAND POC: NAME: YN1(AW/SW) Veillette EMAIL: veillette@cnrc.navy.mil		4. PHONE: (DSN): (COM): 815-332-0831		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): 07-May-2005 5a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: N/A	
6. SSN (LAST FOUR DIGITS ONLY)		7. DESIGNEC/MOS 2186		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): 1-Apr-2005	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX)		10. <input type="checkbox"/> RETIREMENT <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT			
11. COMPONENT USN		12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) AWAITING ORDERS			
13. PAYGRADE AND RATING E-9 NCCM		15. UNIT AT TIME OF ACTION/SERVICE NRD NASHVILLE			
14. WARFARE QUALIFICATION N/A		16. DUTY ASSIGNMENT Chief Recruiter		17. UIC/RUC 82425	
18. CAMPAIGN NA Not Applicable		19a. OPERATION: N/A		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon)	
20. RECOMMENDED AWARD MM Meritorious Service Medal		NA (Aug89-Jul90) NA (Oct90-Sep91) NA (Jun89-Jun93) NA (Oct95-Dec95) NC (Aug93-Oct96) NC (Oct96-May00) NA (Jul00-Sep00) NC (Oct00-Sep01)			
21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA		22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED None			
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 1		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: None			
25. ACTION DATE/MERITORIOUS PERIOD 02-Apr-2002 - 01-Apr-2005		26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: N/A			
27. GEOGRAPHIC AREA OF ACTION/SERVICE US CONUS, Alaska, Territories, Canada		28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: N/A			
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE		<input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD			
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR R. G. TURNER, CDR, USN CO		30b. SIGNATURE R.G. TURNER		30c. DATE	
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)					
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
33. CNO / CMC AWARDS BRANCH USE ONLY SERIAL NO: DATE RECEIVED:					
34. NDBDM USE ONLY FROM: SECNAV (NDBDM) TO: CNO (DNS-37/N00B13) CMC (CODE MMMA) DATE: 1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE 2. Reviewed and recorded.					

### INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

MH	Medal of Honor	NM	Navy and Marine Corps Medal	JC	Joint Service Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/ V Medal	CV	Navy & Marine Corps Commendation Medal w/ V
SS	Silver Star	PH	Purple Heart Medal	JA	Joint Service Achievement Medal
LM	Legion of Merit	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LV	Legion of Merit w/ V	AS	Air Medal (Strike/Flight)	NV	Navy & Marine Corps Achievement Medal w/ V
DX	Distinguished Flying Cross	AF	Air Medal (Individual Action)	CR	Combat Action Ribbon
DV	Distinguished Flying Cross w/ V	AH	Air Medal (Individual Action w/ V)	XX	Letter of Commendation

### 35. Summary of Action *(not required for Command approved NAMs)*

**Sample Legion of Merit Citation**

The President of the United States takes pleasure in presenting the **LEGION OF MERIT (Gold Star in lieu of Third Award)** to

**CAPTAIN  
(Insert Name)  
UNITED STATES NAVY**

for service as set forth in the following

**CITATION:**

For exceptionally meritorious conduct in the performance of outstanding service as Deputy Commander, Navy Recruiting Region xxxxx, from January 1998 to January 2002. Displaying unparalleled loyalty and dedication, (he/she) earned the trust of (his/her) superiors, peers and subordinates alike with (his/her) deck-plate leadership and genuine concern for (his/her) Sailors.

**22 lines is maximum for the text including the opening  
and closing sentences.**

Captain xxxx's dynamic direction, keen judgment, and inspiring devotion to duty reflected great credit upon (himself/herself) and upheld the highest traditions of the United States Naval Service.

FOR THE PRESIDENT,

CHIEF OF NAVAL PERSONNEL

Sample MSM Citation

The President of the United States takes pleasure in presenting the **MERITORIOUS SERVICE MEDAL (Gold Star in lieu of Third Award)** to

COMMANDER  
(Insert Name)  
UNITED STATES NAVY

for service as set forth in the following

For outstanding meritorious achievement as XXX, Navy Recruiting Command, from January 1997 to April 2000.

**22 lines is maximum for the text including the opening  
and closing sentences**

The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Commander XXX reflected great credit upon (himself/herself) and upheld the highest traditions of the United States Naval Service.

FOR THE PRESIDENT,

COMMANDER, NAVY RECRUITING COMMAND

Sample NAM Citation

(GOLD STAR IN LIEU OF FIFTH AWARD)

LEGALMAN FIRST CLASS (SW) (Insert Name), UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT AS XXXX FOR NAVY RECRUITING DISTRICT CHICAGO FROM MAY 2000 TO MAY 2001. PETTY OFFICER XXX CONSISTENTLY PERFORMED (HIS/HER) DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.

**7 1/2 LINES MAXIMUM FOR THE TEXT INCLUDING THE OPENING AND CLOSING SENTENCES.**

(HIS/HER) MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

6<sup>TH</sup>

OCTOBER 2000 FOR THE SECRETARY OF THE NAVY

COMMANDER, NAVY RECRUITING REGION

OR

COMMANDING OFFICER, NAVY RECRUITING  
DISTRICT

Sample NCM Citation

(GOLD STAR IN LIEU OF SECOND AWARD)

YEOMAN FIRST CLASS(SW) (Insert Name), UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS XXXX AT NAVY RECRUITING DISTRICT CHICAGO FROM OCTOBER 1997 TO SEPTEMBER 2000. PETTY OFFICER XXX CONSISTENTLY PERFORMED HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. DEMONSTRATING EXCEPTIONAL RECRUITING SKILLS AND INITIATIVE, SHE

**7 1/2 LINES MAXIMUM FOR THE TEXT INCLUDING THE OPENING AND CLOSING SENTENCES.**

BY HER NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, PETTY OFFICER XXX REFLECTED GREAT CREDIT UPON HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

6th                      OCTOBER      2000

FOR THE SECRETARY OF THE NAVY

COMMANDER, NAVY RECRUITING COMMAND  
OR  
COMMANDER, NAVY RECRUITING REGION



**Sample LOC Citation**

STOREKEEPER FIRST CLASS(SW)  
(Insert Name)  
UNITED STATES NAVY

For commendable achievement in the superior performance of his duties while serving as XXXX at Navy Recruiting District Chicago from October to December 2000. Petty Officer (Insert Last Name) performed his duties in a highly professional manner.

**15 lines is maximum for the text including the opening and closing sentences.**

Petty Officer (Insert Last Name) exceptional performance was in keeping with the highest traditions of the United States Naval Service.

REAR ADMIRAL, U.S. NAVY